

INDIANA STATE POLICE INTERNSHIP PROGRAM

Information Packet



Created and coordinated by the Recruiting Section
(Human Resources Division)

The Indiana State Police (ISP) Internship Program is an observational and experiential program designed for college students who are pursuing a career in law enforcement. This opportunity provides a learning environment based on on-the-job experience while working closely with State Troopers in all realms of law enforcement today. Interns will gain an understanding of the daily operational demands of the Indiana State Police Trooper from both an administrative and field enforcement perspective. The majority of the internship will be time spent in the field engaged in a ride-along program with various members of ISP.

The primary goals of this program are to foster particular interest in the Indiana State Police and recruitment of potential candidates for employment. All interested students must complete an application in its entirety. References must be listed and will be contacted by the Human Resources Division Coordinator. The Indiana State Police will review internship requests on a one-on-one basis. The ISP Internship Program is unpaid. ISP will host a maximum of two interns per semester including the Summer Semester at each of the 14 Districts throughout the state. Upon receipt of multiple requests, ISP will use required criteria for evaluation, giving preference to criminal justice degrees and higher GPAs.

The Indiana State Police sets very high standards for its employees as a whole, and this standard is expected of any intern as well. Minimum standards will be reviewed, including but not limited to the following criteria for internship consideration:

MINIMUM STANDARDS

- US citizen
- Minimum 18 years of age
- No juvenile or adult criminal arrests or convictions
- Minimum one year of college
- Minimum 2.5 GPA on a 4.0 scale at an accredited college or university
- Must be for college credit
- Valid driver's license
- Have operating telephone service (either residential or cellular)
- Current e-mail account for electronic correspondence

In addition to these minimum standards, each student must submit to a driver's license check, a criminal history check, a sex offender registry check, and a local wants and warrants check, as well as being fingerprinted on a criminal history card. The student will be responsible for transportation to and from designated meeting areas. The student must provide a telephone number for notification of any updates as needed.

You are encouraged to review these minimum standards and requirements thoroughly. If you do not meet the standards or requirements, are not willing to provide supporting documentation, or are not willing to allow the research of the records stipulated, your consideration as an intern with the Indiana State Police will cease.

INTERN SAFETY & SECURITY

Law enforcement by its very nature is an inherently dangerous profession. The Indiana State Police will take every possible precaution to ensure the safety of every intern. No matter how well trained or prepared one is, circumstances arise where danger must be dealt with.

Every intern must sign a waiver of liability from the Indiana State Police. The intern is not “employed” by the Indiana State Police in any fashion. Interns are not covered by the Indiana State Police insurance plan. The Indiana State Police will not be liable for the actions of the intern acting outside the scope of the responsibilities defined or beyond the direction of the responsible Trooper they are assigned to.

Interns must also sign a Non-Disclosure Form from the Indiana State Police. Interns may be exposed to confidential information and must not distribute said information. Interns may be deposed for testimony in court reference events that were witnessed.

Interns will have no law enforcement authority. Interns will not be armed. Interns can NOT carry any type of weapon, even with a valid permit.

EXPECTATIONS

During their time as an intern with the Indiana State Police, interns will be a representative of ISP and are expected to behave as a model citizen. Any activities that the intern participates in that may reflect unfavorably on the Department may be grounds for termination from the internship. These activities include but are not limited to: any arrests during the internship, a substantial drop in GPA/grades, excessive consumption of alcohol, association with any anti-government movement or illegal gang, and/or inappropriate commentary on social media sites. Interns shall not reference the Indiana State Police in any way on any of their social media pages. Interns are required to disclose any interaction they have with law enforcement outside of the internship; failure to disclose this information may be grounds for termination from the internship program. Interns must not be involved with any other law enforcement internship or ride-along program during their internship with ISP.

Interns shall be respectful of their training officer and follow all instructions given to them. Once scenes are secured and/or the intern’s training officer has allowed, interns are encouraged to observe all activity and assist (if possible) with crash scenes, etc.

A majority of the internship program will be conducted through ride-alongs. Interns must abide by ride-along protocol. Interns must wear provided body armor at all times. Interns must also wear a provided traffic vest while assisting with crash investigations or traffic details.

Interns are expected to be neatly groomed and dressed in a professional manner. Appropriate dress is business casual unless otherwise informed based on the day’s schedule of events. Ties are not necessary for male interns. High-heeled shoes should not be worn while doing ride-alongs.

Interns will be required to keep a daily journal and attendance sheet. Interns will also be required to complete a paper summarizing his/her experience.

SCHEDULING

The Indiana State Police Internship Program offers 2 options for Internship Scheduling:

Option 1: 16 weeks, 10 hours per week (160 total hours)

Option 2: 8 weeks, 20 hours per week (160 total hours)

These are minimum hourly requirements. The Indiana State Police will work with each intern to meet requirements dictated by each student's college or university.

Interns will coordinate their schedule with the district assigned. Police work is a 24/7 job and may require evenings and weekend work. Weather and criminal incidents may also affect the schedule. Interns must be flexible to allow for changes.

EVALUATION

Interns will be evaluated on a daily basis. The Indiana State Police may terminate the internship at any time at their discretion for violations of rules, poor performance, valid complaints or other mitigating circumstances. Following the completion of the internship, the intern will complete a post internship meeting with the District Lieutenant and the Human Resources Coordinator. The final paper will be due at this time.

HOW TO APPLY

Interested students should visit the Indiana State Police website at www.in.gov/isp to apply. The Internship Program application can be located under "Career Opportunities" and then "Internship Program". The application for the Summer Term Internship will be posted on Sunday, February 1, 2015. Applications will be accepted until 11:59 p.m. on Sunday, March 8, 2015. Applicants should complete the entire application and follow the directions carefully regarding submission of the application and other requested documents.